

**ENGINEERING AND RELATED SERVICES  
NOVEMBER 06, 2015**

**CONTRACT NO. 4400007604  
RETAINER CONTRACT FOR CULTURAL RESOURCES  
STATEWIDE**

Under Authority granted by Title 48 of Louisiana Revised Statutes, the Louisiana Department of Transportation and Development (DOTD) hereby issues a Request for Qualification Statements (RFQ) on DOTD Form 24-102 (24-102), “Professional Engineering and Related Services”, revised November 2011, from Consulting Firms (Consultant) to provide engineering and related services. **Consultants who are a Louisiana or foreign LLC or corporation should be appropriately registered with the Louisiana Secretary of State, as contemplated by Title 12 of the Louisiana Revised Statutes, and with LAPELS under its rules for FIRMS. If a Consultant fails to place itself in good standing in accordance with those provisions, it may be subject to consequences contemplated in Title 12 and/or the LAPELS rules. All requirements of Louisiana Professional Engineering and Land Surveying (LAPELS) Board must be met and the Prime Consultants shall be registered with the Federal Government using SAM.gov at the time of submittal.** One Prime-Consultant/Sub-Consultant(s) (Consultant/Team) will be selected for this Contract.

DOTD employees may not submit a proposal, nor be included as part of a Consultant’s team.

**Project Manager – Ms. Irina Sorset**

All inquiries concerning this advertisement should be sent in writing to [hadi.shirazi@la.gov](mailto:hadi.shirazi@la.gov) and [heather.huval@la.gov](mailto:heather.huval@la.gov).

**PROJECT DESCRIPTION**

The selected Consultant will perform archaeological and historical evaluations including cultural resources surveys, archaeological testing [National Register of Historic Places (NRHP) testing], data recovery, NRHP eligibility evaluations, both Historic American Engineering Record (HAER) and Historic American Building Survey (HABS) documentation, and all necessary Section 106 documentation for the proposed projects covered by a retainer contract under separate project Task Orders (TO). All or a part of the services listed may be required for each TO. Each TO will become part of the contract.

## **SCOPE OF SERVICES**

The selected Consultant will be required to provide some or all of the following services for each Task Order (TO):

**LANDOWNER INFORMATION** – The Consultant shall obtain the names, addresses, and contact information for landowners from whom additional right-of-way will be required for the purpose of contacting the landowners prior to entering their property for field visits. The Consultant shall request landowner permission to carry out the archaeological survey and written consent to remove, analyze, and curate artifacts. All of the following fieldwork tasks will follow the current Louisiana Division of Archaeology Guidelines for Fieldwork Standards. Archaeological survey will not be conducted outside the approved direct APE, unless directed to do so by DOTD.

**TIMEFRAME OF TASK ORDERS** – Each TO must be completed in a timely manner and delays in progress that would affect the completion of the contract in the allotted time must be documented in writing and provided to DOTD. Depending on the scope of services for the TO the contract time may vary based upon a reasonable and negotiated timeframe, generally not to exceed 160 calendar days.

**CULTURAL RESOURCES SURVEYS** – The Consultant will be provided with a plan layout or marked aerial photograph designating the study area /Area of Potential Effects (APE). The Consultant will: (1) determine the presence of cultural remains, historic and/or prehistoric, and whether these sites are eligible for or listed on the National Register of Historic Places (NRHP), and (2) determine the presence of standing structures, or other places or objects, including but not limited to historic landscapes, and whether these are eligible for or listed on the NRHP. The survey will include sites within DOTD's existing and/or proposed right-of-way and standing structures, etc. within the Area of Potential Effect (APE), which may include an indirect APE to accommodate the view shed of historic resources outside the direct APE of the project. The resulting Cultural Resources Survey reports will contain recommendations of eligibility and of effect for each of these archaeological sites, standing structures, etc., encountered. Each eligibility determination will include the criteria for evaluation along with assessment of integrity. All reports and fieldwork will meet the standards of the Louisiana Department of Culture, Recreation and Tourism, Divisions of Archaeology and Historic Preservation.

All coordination with the State Historic Preservation Officer (SHPO) will be through, or with the express approval of, the DOTD Environmental Section.

Background research, including a literature search, will be required. The following data will be delivered to DOTD as applicable:

1. A Letter Summary of initial results including recommendation for any sites located within the project area.
2. A Management Summary of initial results including recommendations for any sites located within the project area may be required for some TOs.

3. A Draft Cultural Resources Survey report including recommendations for any National Register eligible/listed archaeological sites/standing structures located within the Area of Potential Effects (APE), or draft Negative Findings report if no archaeological sites or standing structures are identified.
4. Completed archaeological site record/site record update forms
5. Completed Louisiana Historic Resource Inventory forms
6. Completed Louisiana Historic Resource Inventory Spreadsheet
7. A Final Cultural Resources Survey or Negative Findings report
8. A curation receipt prior to end of the TO

The Consultant will notify the Environmental Project Manager when the fieldwork begins and ends. The Consultant will also submit to the Environmental Project Manager a bi-weekly report of their progress in the fieldwork. Archaeological fieldwork shall be completed within the timeframe required by each TO after the notice to proceed is issued. Within ten (10) days after completion of the fieldwork, two copies of the typed, site record form/site record update form (also with a Management Summary if required for the project) and a version on pdf will be forwarded to the Environmental Project Manager. If a site does not appear to be eligible for the NRHP, a statement to this effect along with supporting reasons will be included in the Management Summary and/or the Draft Cultural Resources Survey Report.

All items recovered from the fieldwork will be laboratory processed and analyzed to accepted professional standards. All materials will be curated in accordance with the current guidelines of the Louisiana Department of Culture, Recreation and Tourism, Division of Archaeology. Any diagnostic artifacts will be illustrated within the report. Within the time frame established for each TO, five (5) copies of the Draft Report and a version on pdf will be submitted to DOTD for review. Upon receipt of an acceptable version, the Consultant/Team will be instructed to submit five (5) bound copies and a pdf of the Final Report.

**ARCHAEOLOGICAL SITE TESTING** – In most cases, archaeological shovel testing is included under Cultural Resources Survey (see above). However, the occasion may arise where archaeological site testing is needed.

Site testing will define the limits within existing and/or required right-of-way, will establish cultural affiliation and will determine eligibility for listing in the NRHP. Background research will be required with particular emphasis on any past archaeological work in the area. Sites will be mapped and delineated with subsurface testing. Once the site limits are determined, test units will be excavated (number of test units to be agreed upon dependent on the site). Test units will measure one meter by one meter. Placement of test units within the site limits will be at the discretion of the Principal Investigator using initial subsurface testing information.

Documentation (Letter Summary, Management Summary, site/structure forms, report, etc.) and notification (fieldwork start dates, etc.) requirements will be the same as

described above if this work is not included under Cultural Resources Surveys (see above).

**DATA RECOVERY** – A scope of service and compensation for data recovery will be established upon satisfactory completion of the Cultural Resources Survey report and determination of the need for additional services by DOTD. Data recovery may be required at archaeological sites not previously examined under services for this Retainer Contract. Prior to conducting the data recovery, the Consultant will be required to submit a data recovery plan. Five (5) copies of the plan will be submitted to DOTD within two (2) weeks after the notice to proceed has been issued (this may vary depending on the site). After review by both DOTD and the SHPO (and possibly a Tribal Historic Preservation Officer [THPO]), the Consultant/Team will be allowed one (1) week to incorporate recommended changes and resubmit the plan for review. After DOTD and the SHPO (and possibly THPO) have accepted the final data recovery plan, the Consultant/Team will begin fieldwork.

Documentation (management summary, site/structure forms, report, etc.) and notification (fieldwork start dates, etc.) requirements will be the same as described above.

**STANDING STRUCTURES (ARCHITECTURAL)/ BUILT ENVIRONMENT SURVEY** – All standing structures, objects, etc., (including bridges, cemeteries, churches and landscapes) fifty years or older will be evaluated to determine their eligibility for the NRHP. Documentation of structures will have an approaching year buffer considering the longevity of project planning. Photographs and brief descriptive data, including accurate locational information and an actual or estimated date of construction along with basis for date of construction will be required for each structure evaluated. DOTD will determine whether this task is to be performed separately or in conjunction with the Cultural Resources Survey. Information on all structures will be populated into the spreadsheet format provided by the Louisiana Division of Historic Preservation which will then be submitted to the Division of Historic Preservation with the request for Standing Structure Numbers. All Standing Structure forms will be typed, completed, including Standing Structure Number, and submitted in hard copy and PDF version.

**HISTORIC AMERICAN ENGINEERING RECORD** – Historic American Engineering Record (HAER) documentation will be prepared by the Consultant/Team for projects as necessary. All such documentation will meet the requirements set forth by the Department of the Interior, National Park Service. The consultant should be able to carry out all levels of HAER documentation as part of this contract.

**HISTORIC AMERICAN BUILDING SURVEY** – Historic American Building Survey (HABS) documentation will be prepared by the Consultant/Team for projects as necessary. All such documentation will meet the requirements set forth by the Department of the Interior, National Park Service.

**FINDING OF EFFECT DOCUMENTATION** – Section 106 documentation for Finding of No Historic Properties Affected/No Adverse Effect/Adverse Effect for cultural resources that may be affected by projects will be prepared by the Consultant/Team as necessary.

**OTHER** - The Consultant will provide the Environmental Section with a bi-weekly progress report. The report will include the estimated and actual date of completion of each task to be performed.

**REPORT STANDARDS** - Reports must be prepared in publishable format according to current organizational and illustrative standards of professional archaeological, architectural, and historic journals. Reports should follow the guidelines of the Louisiana Division of Archaeology. Reports must be typed, single-spaced, on letter size 8.5 x 11 in white bond paper. All pages must be numbered and no hand written parts will be accepted. The Consultant is strictly forbidden to print their name on each page of the text. Photographs, plans, maps, drawings, and text must be clear and clean with typed or mechanically lettered captions. Archaeological site forms must be typed and submitted in hard copy and PDF format. All reports produced or resulting from these investigations will become the property of DOTD and no portions of the reports may be released to any outside party or otherwise published in any form without prior written consent of DOTD. This includes conclusions, recommendations, drawings, rendering, perspectives, sketches, photographs, specifications, cost estimates, etc.

**SOFTWARE STANDARDS** - All GPS documentation must be of sub-meter accuracy. Any GIS data provided must follow current DOTD standards.

## **REFERENCES**

All services and documents will meet the standard requirements as to format and content of the DOTD; and will be prepared in accordance with the latest applicable editions, supplements and revisions of the following:

1. AASHTO Standards, ASTM Standards or DOTD Test Procedures
2. DOTD Location and Survey Manual
3. DOTD Addendum “A” to the Location and Survey Manual
4. DOTD Roadway Design Procedures and Details
5. DOTD Design Guidelines
6. DOTD Hydraulics Manual
7. DOTD Standard Specifications for Roads and Bridges
8. Manual of Uniform Traffic Control Devices
9. DOTD Traffic Signal Design Manual
10. National Environmental Policy Act (NEPA)
11. National Electric Safety Code (NESC)
12. National Electrical Code (NFPA 70)
13. A Policy on Geometric Design of Highways and Streets (AASHTO)
14. DOTD Construction Contract Administration Manual

15. DOTD Materials Sampling Manual
16. DOTD Bridge Design Manual
17. Consultant Contract Services Manual
18. Geotechnical Engineering Services Document
19. Bridge Inspectors Reference Manual/90
20. DOTD Stage 1 Planning/Environmental Manual of Standard Practice
21. Code of Federal Regulations 29 CFR 1926 (OSHA)
22. Complete Streets,  
[http://wwwsp.dotd.la.gov/Inside\\_LaDOTD/Divisions/Multimodal/Highway\\_Safety/Complete\\_Streets/Pages/default.aspx](http://wwwsp.dotd.la.gov/Inside_LaDOTD/Divisions/Multimodal/Highway_Safety/Complete_Streets/Pages/default.aspx)

Follow link below for the individual reference links:

<http://webmail.dotd.louisiana.gov/ContWEB.nsf/b88769326453bef886256fe00047183a/18fc2860512aba5886257a62006133b8?OpenDocument>

### **COMPENSATION**

Compensation to the Consultant for services rendered in connection with each TO will be determined based on a negotiated lump sum or cost plus fixed fee amount prior to each TO being issued.

The amount payable under this Retainer Contract for services to be performed under the various TO's will not exceed a maximum of **\$1,000,000**. Each TO will be payable under the respective TO project number which will be obtained by the Project Manager.

All travel related expenses will be compensated under direct expenses, and will be in accordance with Louisiana Office of State Travel regulations found at: <http://www.doa.louisiana.gov/osp/travel/travelpolicy.htm>. Vehicle rental rates will require prior approval from the DOTD Project Manager.

### **DIRECT EXPENSES**

All direct expense items which are not paid for in the firm's overhead which are needed and will be consumed during the life of the contract must be identified by the consultant during contract development. Standard equipment to be used in the provision of services rendered for this contract will not be considered for payment under direct expenses. Failure to provide the above information will deem items as non-qualifying for direct expenses.

The consultant shall provide a minimum of three rate quotes for any specialty vehicle or equipment. Any and all items for which said quotes are not submitted shall be deemed as non-qualifying for payment as direct expenses.

The Consultant may request to have the initial billable rates updated on a yearly basis. However, any adjustment to the Contract billable rates shall not be cause for an increase in the maximum compensation limitation imposed herein.

### **CONTRACT TIME AND NOTICE TO PROCEED**

This Retainer Contract shall be in effect for the duration of **three years**. The services to be performed for each Task Order (TO) will be determined prior to the execution of the TO. The Consultant will proceed with the services required in the TO upon issuance of the Notice to Proceed from the DOTD. The contract time for each TO, will be specified in the executed TO. Any TO in effect, prior to the expiration date of the Retainer Contract shall be completed. Any TO which has not expired may be supplemented as long as the Retainer Contracts funds have not been exhausted.

### **ELECTRONIC DELIVERABLES**

The Consultant hereby agrees to produce electronic deliverables in conformance with the DOTD Software and Deliverable Standards for Electronic Plans document. The Consultant is also responsible for ensuring that Sub-Consultants submit their electronic deliverables in conformance with the same standards. The DOTD Software and Deliverable Standards for Electronic Plans document and DOTD CAD Standards Downloads are available via links on the DOTD web site.

The Consultant shall apply patches to CAD Standard Resources and install incremental updates of software as needed or required. The Consultant hereby agrees to install major updates to software versions and CAD Standard Resources in a timely manner. Major updates of CAD standards and software versions shall be applied per directive or approval of the DOTD Design Automation Manager. Such updates will not have a significant impact on the plan development time or project delivery date, nor will they require the Consultant to purchase additional software. Prior to proceeding with plan development, the Consultant shall contact the Project Manager for any special instructions regarding project-specific requirements.

In the event that any electronic standard conflicts with written documentation, including DOTD plan-development Manuals, the electronic standard typically governs. The Consultant is responsible for contacting the Project Manager should questions arise.

The Consultant shall upload (or check in) electronic deliverables directly into the DOTD ProjectWise repository at each plan delivery milestone. Consultants are responsible for performing certain operations at each milestone including, but not limited to, the following:

- Upload (or check in) CAD plan deliverables to the discipline “Plans” folder
- Apply and maintain indexing attributes to CAD plans (and other deliverables as needed)
- Publish PDF format plan submittals in ProjectWise using automated publishing tools

- Digitally sign PDF format plan submittals in ProjectWise according to DOTD standards and procedures (Final Plans, Revisions and Change Orders). Signatures shall be applied in signature blocks provided with electronic seals and Title Sheets.

Additionally, after reviewing deliverables for each submittal milestone, the Project Manager shall notify the Consultant regarding the availability of two automatically-generated informational reports in ProjectWise. These reports document the completion status and other information regarding indexing attributes and CAD standards. Consultants shall take these reports into account and make any necessary adjustments to plans before the next submittal milestone; or sooner, if directed by the Project Manager.

### **QUALITY CONTROL/QUALITY ASSURANCE**

The DOTD requires the Consultant to develop a Quality Control/Quality Assurance program; in order to provide a mechanism by which all contracted services can be subject to a systematic and consistent review. Consultants must ensure quality and adhere to established design policies, procedures, standards, and guidelines in the preparation and review of all design products. The DOTD shall provide limited input and technical assistance to the Consultant.

### **MINIMUM PERSONNEL REQUIREMENTS**

The following requirements must be met by the Prime-Consultant at the time of submittal:

1. At least one Principal or a responsible member of the Prime Consultant must possess a minimum of five years of experience in Section 106 of the National Historic Preservation Act documentation.
2. In addition to the above requirements, the prime Consultant must also employ on a full-time basis, or through the use of a Sub-Consultant(s):
  - a. One Environmental Professional experienced in the preparation of documents that involve evaluations of historical significance who have completed the course on Section 106 of the National Historic Preservation Act offered by the Advisory Council on Historic Preservation.
  - b. One Principal Investigator for the archaeological work, meeting the Archaeologist Qualifications published in the Louisiana Register dated April 20, 1994. These standards parallel the Secretary of the Interior's Professional Qualifications Standards for Archaeology.
  - c. One Professional for the standing structures and built environment assessment, meeting the Secretary of Interior's Qualifications for historic preservation.
  - d. One Professional with knowledge of the National Park Service's requirements and experience in the preparation of all levels of HABS/HAER documentation.

- e. Archaeological, historic preservation, and other environmental professionals are required for the performance of a significant portion of this work.

**Training Certifications/Certifications of Compliance must be submitted with and made part of the Consultants DOTD Form 24-102 for all Personnel Requirements listed herein.**

**WORK ZONE TRAINING REQUIREMENTS  
(PRE-CONSTRUCTION SERVICES)**

As part of DOTD’s on-going commitment to work zone safety, required work zone training courses must now be taken every four years in order for personnel to remain eligible to work on DOTD projects. For consultants performing pre-construction services (i.e., design, survey, subsurface utility, geotechnical, traffic, bridge inspection, environmental services), appropriate personnel must take these courses. In general, the responsible charge of traffic control plans shall be required to have Traffic Control Supervisor training. For field services performed within the clear zone, at least one member of the field crew shall have Traffic Control Supervisor or Traffic Control Technician training. Consultant should identify all personnel listed in the staffing plan for the project that have completed the appropriate work zone training courses. Current certifications of compliance for this training should be submitted with and made part of Consultant’s DOTD Form 24-102. The consultant shall explain in Section 13 of DOTD Form 24-102 how they plan to meet the work zone requirements. However, all requirements shall be met prior to contract execution. It will be the prime consultant’s responsibility to ensure their staff and sub-consultants have the appropriate work zone training.

The above requirements are the minimum to perform work on DOTD projects. It is desired that all staff have work zone training as shown below:

Engineers:	Traffic Control Technician Traffic Control Supervisor Flagger
Engineer Interns:	Traffic Control Technician Traffic Control Supervisor Flagger
Field Senior Technicians, Survey Party Chiefs, and SUE Worksite Traffic Supervisors:	Traffic Control Technician Traffic Control Supervisor Flagger

Field Personnel:

Traffic Control Technician  
Flagger

Approved courses are offered by ATSSA and AGC. Substitutes for these courses must be approved by the LA DOTD Work Zone Task Force. Specific training course requirements are:

Flagger: Successful completion every four years of a work zone flagger course approved by the Department. The “DOTD Maintenance Basic Flagging Procedures Workshop” is not an acceptable substitute for the ATSSA and AGC flagging courses.

Traffic Control Technician (TCT): Successful completion every four years of a work zone traffic control technician course approved the Department. After initial successful completion, it is not necessary to retake this course every four years if Traffic Control Supervisor training is completed every four years.

Traffic Control Supervisor (TCS): Successful completion of a work zone traffic control supervisor course approved by the Department. Following an initial completion, traffic control supervisors must either complete a 1-day TCS refresher course or retake the original 2-day TCS course every four years.

ATSSA contact information: (877) 642-4637

### **EVALUATION CRITERIA**

The general criteria to be used by DOTD in evaluating responses for the selection of a Consultant to perform these services are:

1. Consultant’s firm experience on similar projects, weighting factor of 3;
2. Consultant’s personnel experience on similar projects, weighting factor of 4;
3. Consultant’s firm size as related to the estimated project cost, weighting factor of 3;
4. Consultant’s past performance on similar DOTD projects, weighting factor of 6;\*\*
5. Consultant’s current work load, weighting factor of 5;
6. Location where the work will be performed, weighting factor of 4. \*

\*Location will be based from Marksville, Louisiana.

\*\*The Environmental (EV) performance rating will be used for this project.

Consultants with no past performance rating in a rating category will be assigned the average rating of the firms submitting; with ratings capped at the statewide average rating for that category as of the date the advertisement was posted.

## **Complexity level - normal**

Consultants will be evaluated as indicated in Items 1- 6. The evaluation will be by means of a point-based rating system. Each of the above criteria will receive a rating on a scale of 0-4. Then the rating will be multiplied by the corresponding weighting factor. The firm's ratings in each category will then be added to arrive at the Consultant's final rating.

If Sub-Consultants are used, the Prime Consultant must perform a minimum of 51% of the work for the overall project. Each member of the Consultant/Team will be evaluated on their part of the contract, proportional to the amount of their work. The individual team member ratings will then be added to arrive at the Consultant/Team rating.

## Communication Protocol

DOTD's Project Evaluation Team will be responsible for performing the above described evaluation, and will present a short-list of the three (if three are qualified) highest rated Consultants to the Secretary of the DOTD. The Secretary will make the final selection. **Below are the proposed Team members. DOTD may substitute for any reason provided the members meet the requirements of R.S. 48:291.**

1. Hadi Shirazi – Ex officio
2. Irina Sorset– Project Manager
3. Stacie Palmer
4. Carey Coxe
5. Jan Grenfell
6. Michelle Hanks

## Rules of Contact (Title 48 Engineering and Related Services)

These rules are designed to promote a fair, unbiased, legally defensible selection process. The LA DOTD is the single source of information regarding the Contract selection. The following rules of contact will apply during the Contract selection process and will commence on the date of advertisement and cease at the contract execution by the selected firm. Contact includes face-to-face, telephone, facsimile, Electronic-mail (E-mail), or formal written communications. Any contact determined to be improper, at the sole discretion of the LA DOTD, may result in the rejection of the submittal (24-102):

- A. The Consultant shall correspond with the LA DOTD regarding this advertisement only through the LA DOTD Consultant Contracts Services Administrator;
- B. Neither the Consultant, nor any other party on behalf of the Consultant, shall contact any LA DOTD employees, including but not limited to, department heads; members of the evaluation teams; and any official who may participate in the decision to award the contract resulting from this advertisement except through the process identified above. Contact

- between Consultant organizations and LA DOTD employees is allowed during LA DOTD sponsored one-on-one meetings;
- C. Any communication determined to be improper, at the sole discretion of the LA DOTD, may result in the rejection of submittal, at the sole discretion of the LA DOTD;
  - D. Any official information regarding the project will be disseminated from the LA DOTD'S designated representative on the LA DOTD website. Any official correspondence will be in writing;
  - E. The LA DOTD will not be responsible for any verbal exchange or any other information or exchange that occurs outside the official process specified herein.

**By submission of a response to this RFQ, the Consultant agrees to the communication protocol herein.**

### **CONTRACT REQUIREMENTS**

The selected Consultant will be required to execute the contract within 10 days after receipt of the contract.

**INSURANCE** - During the term of this contract, the Consultant will carry professional liability insurance in the amount of \$1,000,000. This insurance will be written on a "claims-made" basis. Prior to executing the contract, the Consultant will provide a Certificate of Insurance to DOTD showing evidence of such professional liability insurance.

**AUDIT** - The selected Consultant/Team shall provide to the DOTD Audit Section an *independent* Certified Public Accountant (CPA) audited overhead rate developed in accordance with Federal Acquisition Regulations (FAR) and guidelines provided by the DOTD Audit Section. In addition, the selected Consultant/Team will allow the DOTD Audit Section to perform an overhead audit of its books, at the DOTD's sole discretion. The performance of such an audit by the DOTD Audit Section shall not relieve the Consultant/Team of its responsibilities under this paragraph.

Consultants are also required to submit labor rate information twice a year to the DOTD's Audit Section and/or as requested by DOTD. Newly selected firms must have audited salaries and overhead rates on file with the DOTD's Audit Section before starting any additional stage/phase of their contracts. All Qualification Statements (24-102) submitted to DOTD by Consultants currently under contract may be considered non-responsive if the consultant is not in compliance with the above audit requirements.

Any Consultant currently under contract with the DOTD and who failed to meet all the audit requirements documented in the manual and/or notices posted on the DOTD Consultant Contract Services Website ([www.dotd.louisiana.gov](http://www.dotd.louisiana.gov)), will not be considered for this project.

### SUBMITTAL REQUIREMENTS

One original (**stamped “original”**) and **five** copies of the DOTD Form 24-102 must be submitted to DOTD **along with an electronic copy (USB flash drive only) in a searchable Portable Document Format (pdf). If you wish to have your flash drive returned, please include a postage paid, self-addressed envelope.** All submittals must be in accordance with the requirements of this advertisement and the Consultant Contract Services Manual.

Any Consultant/Team failing to submit any of the information required on the 24-102, or providing inaccurate information on the 24-102, will be considered non-responsive.

Any Sub-Consultants to be used, including Disadvantaged Business Enterprises (DBE), in performance of this Contract, must also submit a 24-102, which is completely filled out and contains all information pertinent to the work to be performed.

The Sub-Consultant’s 24-102 must be firmly bound to the Consultant’s 24-102. In Section 8, the Consultant’s 24-102 must describe the **work elements** to be performed by the Sub-Consultant(s), and state the approximate **percentage** of each work element to be subcontracted to each Sub-Consultant.

Contract employees may be allowed for a period of time for a particular element or task on a project. Contract employees should be shown in **Section 9a. Project Staffing Plan** with resumes included in **Section 10**.

**Use of contract employees requires prior approval by the Consultant Contract Services Section for each element or task on a project. The approval request shall be made prior to the submittal of the 24-102 form.**

Name(s) of the Consultant/Team listed on the 24-102, must precisely match the name(s) filed with the Louisiana Secretary of State, Corporation Division, and the Louisiana State Board of Registration for Professional Engineers and Land Surveyors.

The DOTD Form 24-102 will be identified with **Contract No. 4400007604**, and will be submitted **prior to 3:00 p.m. CST on Tuesday, November 24, 2015**, by hand delivery or mail, addressed to:

Department of Transportation and Development  
Attn.: Mr. Hadi Shirazi, P.E., PTOE  
Consultant Contracts Services Administrator  
1201 Capitol Access Road, **Room 405-E**  
Baton Rouge, LA 70802-4438 or  
Telephone: (225) 379-1929

### **REVISIONS TO THE RFQ**

DOTD reserves the right to revise any part of the RFQ by issuing an addendum to the RFQ at any time. Issuance of this RFQ in no way constitutes a commitment by DOTD to award a contract. DOTD reserves the right to accept or reject, in whole or part, all Qualification Statements submitted and/or cancel this announcement if it is determined to be in DOTD's best interest. All materials submitted in response to this announcement become the property of DOTD and selection or rejection of a submittal does not affect this right. DOTD also reserves the right, at its sole discretion, to waive administrative informalities contained in the RFQ.